How to Complete a Program Report in Egrants

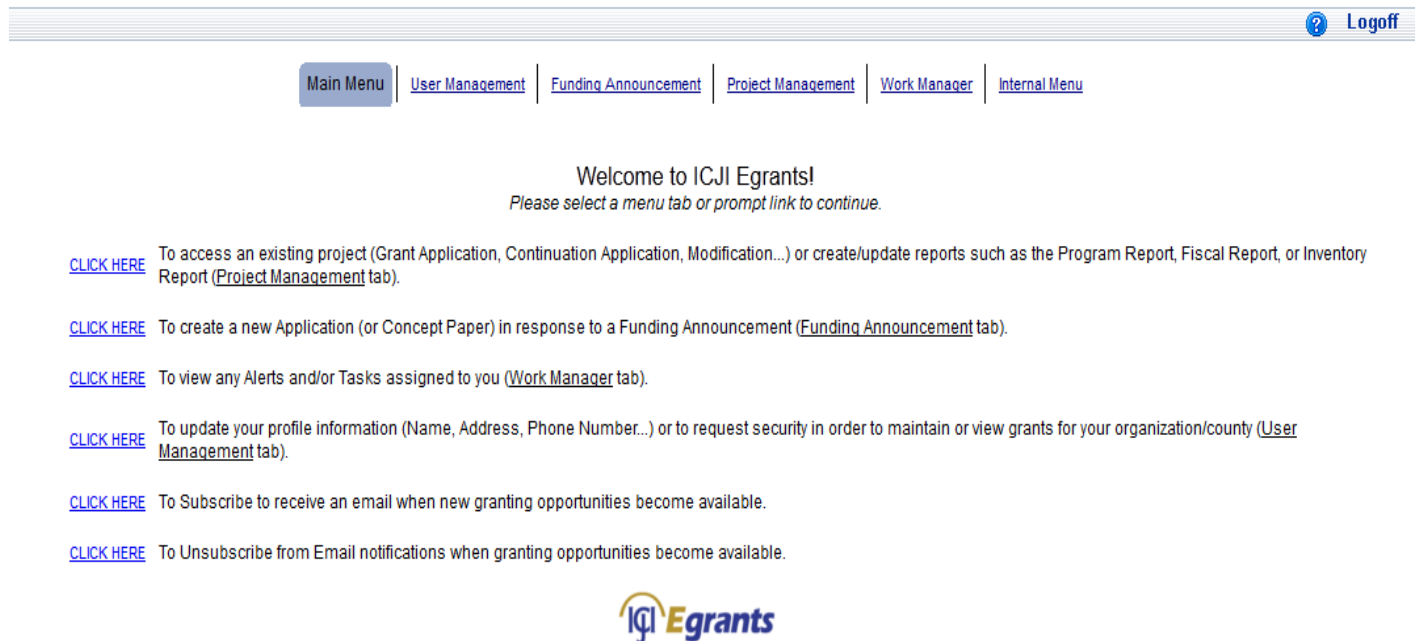This document will walk you through how to complete a Program Report within the Egrants System.

Why complete the Program Reports?

The Indiana Criminal Justice Institute's Youth Division will submit data from program report to the Office of Juvenile Justice and Delinquency Prevention at the end of each grant award cycle or the termination of a Grantee's project, whichever occurs first. The purpose of program reports is to collect performance information on grantees and projects as a way of tracking progress in accomplishing goals, objectives, and outcomes. This data will be used for program activity reports to the Governor, ICJI Board of Trustees, Indiana General Assembly, Indiana's Congressional Delegation, and any other entities deemed appropriate.

When reporting quarterly data, the information submitted should ONLY be for the current reporting period. Please do not submit an accumulative total from the previous quarter(s). Accumulative Program Report will be submitted at the end of the grant that will show data for the entire year.

Getting Started

Log into Egrants and you will come to the screen below:

To find your application click on the top "Click Here" link and enter your grant ID number then hit search button.

Scroll down the page to find your Grant ID number in blue. If you do not know your Grant ID, you can type in a "%" to generate a generic search.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency: [All]

Recipient / Allocation Agency:

Funding Announcement: [All]

Keywords: [All]

Search

Quick Searches

Applications In Process (4)

Awarded Projects - Active (12)

Awarded Projects - Active Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
1871	Floyd County Youth Services Bureau	Positive Action	01/25/2013
1868	Vigo County Juvenile Probation Department	Vigo County Truancy Program	01/24/2013

Once you have found your grant ID (on the left hand side in the table as a **blue** link), select the grant ID number.

You will then be taken to following screen of the Project Summary page. Once you are on the Project Summary, select the monitoring link at the top of the page.

Main Menu | User Management | Funding Announcement | Project Management | Work Manager | Internal Menu

Project Monitoring Audit Fiscal Details Reporting Requirements

Grant ID:
Status: Open - Awarded

Project Title
Fund Announcement: 2013 Juvenile Accountability Block Grant

PROJECT SUMMARY

CLICK HERE   To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).

CLICK HERE   To view any Audit Information for this grant (Audit menu item).

CLICK HERE   To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).

CLICK HERE   To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1838 :	Create Project Modification Request (PMR)		
	Modifications 1	4/1/2013 - 3/31/2014	Open - Awarded
	Application	4/1/2013 - 3/31/2014	Open - Awarded

View Issues/Comments

2

Clicking on the monitoring link will take you to the Monitoring Main Summary Page. Select the "Create Program Report" button.

| Create Program Report | Create Fiscal Report | Create Inventory Report |

MAIN SUMMARY

Filter Criteria

Phase: [All] ▼

Approval Status: [All] ▼

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By

Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance

| Create Program Report | Create Fiscal Report | Create Inventory Report |

Note: Program Reports will be submitted at the end of each quarter. Reports must also be current, completed, submitted and approved before funds can be released.

A JABG program refers to activities and services supported by JABG funds plus required program match ONLY. The data and information in the Program Report must be based solely on JABG programs.

DO NOT report on the entire program agency or on non-JABG supported programs and services.

Once you create a program report the screen shown below will show you what you are to report on for the quarter.

PROGRAM REPORT

Report Status: Draft	**Report Due Date:** 7/31/2013
Approval Status: Pending	**Submitted Date:**
Status Updated By:	**Return Date:**
	Resubmitted Date:

Final Report: No   [Make Final Report]

Is The Project On Schedule? * [▼]
If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
2013 JABG Annual Program Report Narrative Question	0	In Process		
2013 JB Data Collection - Grantee Information	0	In Process		
Activity Areas	0	In Process		
Performance Indicators	0	In Process		
2013 JABG Quarterly Program Report Narrative Quest	0	In Process		

[Add New Corrective Action]   [View Corrective Actions Report]

Corrective Actions

Problem Description	Due Date	Section	Status

[View Report] [Save as Draft] [Submit] [Return] [Approve] [Delete] [Back]
[Hold Payments]

1. You will need to answer the questions in the blue box letting ICJI know if your program is on schedule and if the program is not on schedule, list in the text box why the program is not on schedule.

2. List the activities that were completed during the quarter you are reporting on.

3. After you have provided responses to the questions on this first screen, you will be able now to access the Report Sections listed on the table.

NOTE: DO NOT click the "Make Final Report" button until the end of the project.

How to Complete the Activity Area Section

Grantees are required to report on data for all performance measures that are applicable to activities proposed in the approved grant application. Each activity area has specific performance measures that have been identified and will require subsequent data reporting on quarterly program reports. In order to start reporting data for your program's purpose area, the first link that will need to be completed first are the "Activity Areas" section. Filling out this section first will pull up the questions that correlate to your specific program area/activity area.

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
2013 JABG Annual Program Report Narrative Question	0	In Process		
2013 JB Data Collection - Grantee Information	0	In Process		
Activity Areas	0	In Process		
Performance Indicators	0	In Process		
2013 JABG Quarterly Program Report Narrative Quest	0	In Process		

Add New Corrective Action   View Corrective Actions Report

Corrective Actions

Problem Description	Due Date	Section	Status

View Report   Save as Draft   Submit   Return   Approve   Delete   Back

Hold Payments

Here you will select your Purpose Area/Activity Area and then click on the "Save – Complete" button.

Save and Continue Editing   Save - In Process   Save - Complete   Back

Section Status: In Process
Section Name: Activity Areas

View Corrective Actions Report

Corrective Actions:

Problem Description	Due Date	Status

➕ Add New Corrective Action

Select the activities performed during the reporting period.

☑ JABG: Juvenile Accountability Block Grant: Accountability ⓘ
☐ JABG: Juvenile Accountability Block Grant: Information Sharing ⓘ
☐ JABG: Juvenile Accountability Block Grant: Juvenile Courts and Probation ⓘ
☐ JABG: Juvenile Accountability Block Grant: Restorative Justice ⓘ
☐ JABG: Juvenile Accountability Block Grant: Risk/Needs Assessments ⓘ
☐ JABG: Juvenile Accountability Block Grant: School Safety ⓘ

Save and Continue Editing   Save - In Process   Save - Complete   Back

After you have clicked on the "Save – Complete" button, you will be taken back to the Program Report summary page where a new link has been added to the "Report Sections" and is labeled "Activity Performance Indicator(s)" where questions will now populate according to the Activity Area you selected. See in below screenshot:

Project Start: 4/1/2013	Project End: 3/31/2014	Report Period: 4/1/2013 To 6/30/2013

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 7/31/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No   [Make Final Report]

Is The Project On Schedule? * Yes ▾
If not, please explain:

Briefly List Activities Conducted During This Period: *

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Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Activity Performance Indicator(s)	0	In Process	6/12/2013	Ms. Kim Snyder
Attachments	0	In Process	6/12/2013	Ms. Kim Snyder
2013 JABG Annual Program Report Narrative Question	0	In Process	6/12/2013	Ms. Kim Snyder
2013 JB Data Collection - Grantee Information	0	In Process	6/12/2013	Ms. Kim Snyder
Activity Areas	0	Complete	6/12/2013	Ms. Kim Snyder
Performance Indicators	0	In Process	6/12/2013	Ms. Kim Snyder
2013 JABG Quarterly Program Report Narrative Quest	0	In Process	6/12/2013	Ms. Kim Snyder

[View Report] [Save as Draft] [Submit Report] [Delete] [Back]

How to Complete the Activity Performance Indicator(s) Section

Performance measures are data indicators used to determine program performance. Specifically, performance measures gauge a program's progress toward achieving predetermined goals and emphasize the efficiency, quality, outcome and effectiveness of the program's services. Performance measures also provide data to OJJDP to help them determine whether a program is achieving its goals and objectives. In this section you will have three types of questions to respond to, OJJDP's Core Measures, Program Output/Outcomes, and Target Behaviors.

After you have clicked on the "Activity Performance Indicator(s) link you will be taken to the screenshot below:

Here you are going to click on the Activity Area link and to complete the Core, Output and Outcome Measures, and Target Behavior questions to the best of your ability. If an item does not pertain to your program or you have no data for that question enter a "0". The system only recognizes numeric values so you will not be able to enter "N/A" or a dash "-" .

OJJDP's Core Measures are presented as mandatory measures within a program category or for the grant program. They are a set of required outputs and outcomes for which all projects must gather and provide data, as long as the measures are applicable to grant-funded activities. For example, if your program provides services to youth but not for victimization issues, then a zero (0) is an acceptable data value for these measures, since they are mandatory. Please keep in mind that the data entered for these measures should represent all youth who participate in all programs and services for the reporting period. If you do not have data to enter for the reporting period, enter zero (0) for those measures. Below is the data that will be collected and entered for the following measures:

- ✓ Number of youth or youth and families served
- ✓ Number and percent of programs and initiatives employing evidence-based practices
- ✓ Number and percent of youth with whom an evidence-based practice was used
- ✓ Number and percent of program youth completing program requirements
- ✓ Number and percent of program youth who OFFEND during the reporting period (Short-Term and Long-Term Outcome)
- ✓ Number and percent of program youth who RE-OFFEND (Short-Term and Long-Term Outcome)
- ✓ Number and percent of program youth who are VICTIMIZED (Short-Term and Long-Term Outcome)
- ✓ Number and percent of program youth who are RE-VICTIMIZED (Short-Term and Long-Term Outcome)

Below is a Screenshot of Output/Outcome and Core Measures.

Target Behavior Measure—A target behavior may be considered a risk factor that program activities target to make a positive difference that changes the youth's behavior for the better. For direct service projects, you **MUST** select at least 1 of the following Target Behaviors and report on the same measure for the remaining quarters.

Social Competence
School Attendance (includes Truancy)
GPA
GED
High School Completion
Job Skills
Employment Status
Family Relationships
Family Functioning
Antisocial Behavior
Substance Use
Gang-Related Activities
Change in Knowledge

Target behaviors measure a positive change in behavior among program participants. When choosing target behaviors, the Grantee must establish whether the behaviors chosen are appropriate to the program's identified mission. Furthermore, the Grantee must ensure that these behaviors are a realistic measure for the program and determine how to measure and observe the change in behavior. Self-report or staff ratings are the most likely data

sources. Ideally, data is collected on the number of youth who demonstrate a positive change for a target behavior in each reporting period. For 'A', count the number of youth (or youth and/or family members) who are in a program or receiving services for the target behavior. For 'B', count the number of youth who demonstrate an improvement in the target behavior during the reporting period. This data is then totaled to input as one number for 'A' and one number for 'B' to determine the percentage of youth with a positive behavior change for the reporting period. To measure a change in target behavior, it is recommended that a method is chosen (for example, survey or assessment) and used before and after the education, treatment, or intervention (pretest and posttest). This method should be consistently applied at each step of data collection. Pretests and posttests help measure the behavior change from the beginning to the end of the program. Below is a screenshot of the Target Behaviors

Your target for the project: N/A

16. Substance use ?
    16.1 Number of program youth served during the reporting period with the noted behavioral change.
    0.00
    16.2 Total number of youth receiving services for target behavior during the reporting period.
    0.00
    16.3 Calculated Percent:
    0.00%   Your target for the project: N/A

17. Social Competence ?
    17.1 Number of program youth served during the reporting period with the noted behavioral change.
    0.00
    17.2 Total number of youth receiving services for the target behavior during the reporting percent.
    0.00
    17.3 Calculated Percent:
    0.00%   Your target for the project: N/A

18. School Attendance ?
    18.1 Number of program youth served during the reporting period with the noted behavioral change
    0.00
    18.2 Total number of youth receiving services for the target behavior during the reporting period
    0.00
    18.3 Calculated Percent:
    0.00%   Your target for the project: N/A

19. GPA ?
    19.1 Number of program youth served during the reporting period with the noted behavioral change
    0.00
    19.2 Total number of youth receiving services for target behavior during the reporting period
    0.00
    19.3 Calculated Percent:
    0.00%   Your target for the project: N/A

20. GED ?
    20.1 Number of program youth served during the reporting period with the noted behavioral change
    0.00
    20.2 Total number of youth receiving services for target behavior during the reporting period
    0.00
    20.3 Calculated Percent:
    0.00%   Your target for the project: N/A

21. High School Completion ?
    21.1 Number of program youth served during the reporting period with the noted behavioral change
    0.00
    21.2 Total number of youth receiving services for target behavior during the reporting period
    0.00
    21.3 Calculated Percent:
    0.00%   Your target for the project: N/A

How to Fill out the Data Collection Section

On this screen there will be two sets of the same questions. One set of questions will have a 🔨 beside the question letting you know that these questions are required to have responses (These questions serve as what is the population actually served during the quarter and must be answer). You will need to select at least one box in each population category.

The other set of the same questions serves as the populations, if any, to which the program offers targeted services.

Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).

For further information on what the question is asking, click on the blue "?".

1. Race Ethnicity: Will you serve this population group during the project period? ❓🔨
- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic or Latino (of any race)
- ☐ Native Hawaiian and Other Pacific Islander
- ☐ Other Race
- ☐ White/Caucasian
- ☑ Youth population not served directly

2. Race/Ethnicity: Will you provide targeted services for any of the following groups? ❓
- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic or Latino (of any race)
- ☐ Native Hawaiian and Other Pacific Islander
- ☐ Other Race
- ☐ White/Caucasian
- ☑ Youth population not served directly

3. Justice: Will you serve this population group during the project period? ❓🔨
- ☐ At-Risk Population
- ☐ First Time Offenders
- ☐ Repeat Offenders
- ☐ Sex Offenders
- ☐ Status Offenders
- ☐ Violent Offenders
- ☑ Youth population not served directly

4. Justice: Will you provide targeted services for any of the following groups? ❓
- ☐ At-Risk Population
- ☐ First Time Offenders
- ☐ Repeat Offenders
- ☐ Sex Offenders
- ☐ Status Offenders

How to Complete the JABG Quarterly Program Report Narrative Questions

This section is for describing your progress of activities during the quarter. If you don't have anything to report for the quarter you can just type in "N/A". When you are done answering the questions go ahead and click on the "Save – Complete" button.

| Save and Continue Editing | Save - In Process | Save - Complete | Back |

Section Status: In Process
Section Name: 2013 JABG Quarterly Program Report Narrative Quest
Section Description: Additional Grant Program Activity Information Please describe your progress of activities this quarter by responding to the questions below.

Response Attachments:

Action	Response Attachments

➕ Add Attachment

| View Corrective Actions Report |

Corrective Actions:

Problem Description	Due Date	Status

➕ Add New Corrective Action

1. Provide information regarding your program goals and objectives and any activities implemented to date to meet the goals and objectives this quarter.

2. Have there been any problems encountered; what were they, how did they impact the program, and how were they handled?

3. Have any significant changes been made within the program since the last reporting period? What changes are being proposed to improved the program.

How to Complete the JABG Annual Program Report Narrative Questions

This section only needs to be completed when your program has ended. During the 1st, 2nd, 3rd, and 4th quarters you will need to type in the blank spaces "N/A" and click on the Save- Complete button. The reason this needs to be done is because the system will not let you submit the program report until all sections have been completed. The Final Narrative questions will reflect all of the activities that occurred during the entire grant period April 1, 2013 – March 31, 2014. If there are questions that do not pertain to your program you can type "N/A". All questions should be answered and will be reported to OJJDP.

| Save and Continue Editing | Save - In Process | Save - Complete | Back |

Section Status: In Process
Section Name: 2013 JABG Annual Program Report Narrative Question
Section Description: The following questions are required and should reflect activities that occurred during the entire April 1, 2013 - March 31, 2014. 2013 reporting period.

Response Attachments:

Action	Response Attachments

➕ Add Attachment

| View Corrective Actions Report |

Corrective Actions:

Problem Description	Due Date	Status

➕ Add New Corrective Action

1. What were your accomplishments within this reporting period as they relate to your grant application?

2. What goals were accomplished as they relate to your grant application?

3. Discuss the impact your project has had on solving the problems you identified in your grant application.

4. What problems/barriers did you encounter if any, within the reporting period that prevented you from reaching your goals or milestones?

How to Complete the Performance Indicators Section

This section is for reporting target indicators but for reporting purposes you are just going to click the "Save-Complete" button. Once you click this button, you will be taken back to the Program Report main summary screen.

Save and Continue Editing | Save - In Process | Save - Complete | Back

Section Status: In Process
Section Name: Performance Indicators

1. **Established by ICJI**

2. **Established by Subgrantee**

Save and Continue Editing | Save - In Process | Save - Complete | Back

How to complete the Attachments Section

The Attachment Section is for you to attach any information you want to share that has not been covered in the Report Sections.

Save and Continue Editing | Save - In Process | Save - Complete | Back

Section Status: In Process
Section Name: Attachments

Add Attachment

Attachments: | Attachment Name | Description | Template File | Date |
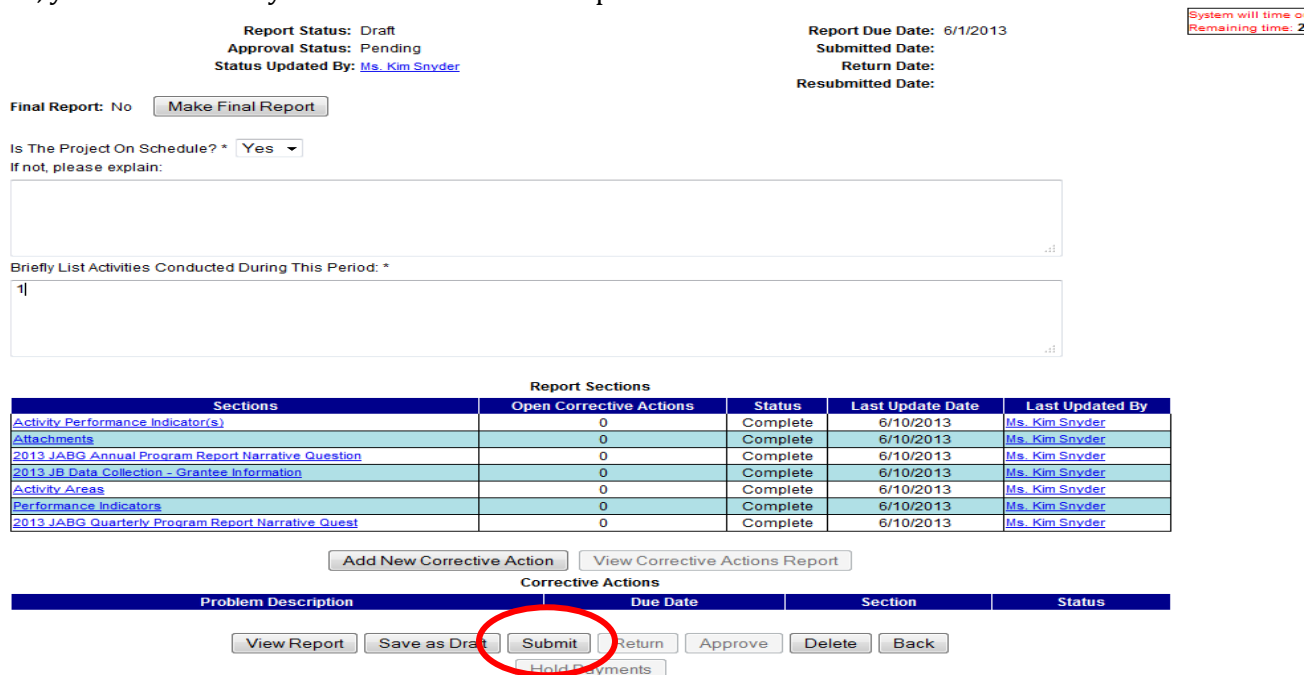
Save and Continue Editing | Save - In Process | Save - Complete | Back

The purpose of this section of the Program Report is to attach any information you feel is necessary to help show what your JABG funded program has done during the reporting period.

As you work on this section, you can click the "Save- In Process" button at any time to save your work.

After you have completed this section, click the "Save-Complete button. Once you click this button, you will be taken back to the Program Report main screen.
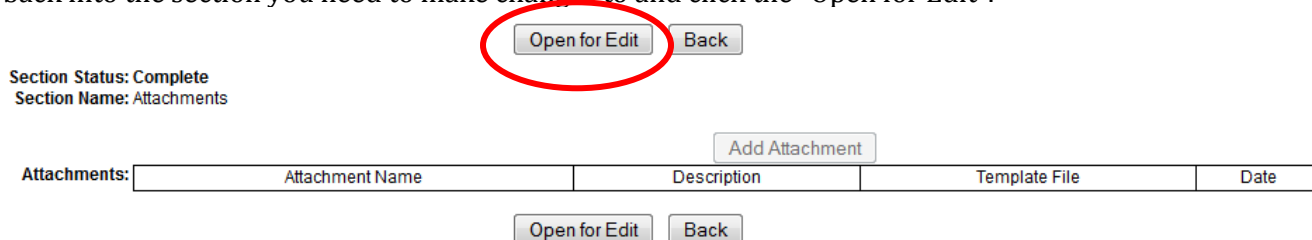
How to View the Program Report

To view the Program Report (to check for report accuracy or to save it for you files), click the "View Report" button.

You will then be asked if you wish to embed any uploaded attachments to the report. You can click yes or no to view the Program Report as a PDF

How to Edit/Correct a Section Before Submission

Prior to the submission of your Program Report, if you discover any corrections(s) that need to be made, you can click back into the section you need to make changes to and click the "Open for Edit".

After you have made the corrections, click the "Save-Complete" button

How to Submit the Program Report

Once you have provided responses to the questions on the Program Report main screen and you have completed each section, you are now ready to the hit the "Submit Report" button.

After you click "Submit Report", the following screen will pop up:

Program Report Submission Confirmation

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by ICJI; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and ICJI's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

[Agree] [Back]

When this screen comes up, click "Agree" to submit the report. By clicking the "Agree" button this serves as your signature as you are agreeing to the information you have entered is complete and in compliance with the guidelines.

What's Next?

After you click "Submit Report" and "Agree", you will be taken back to the Monitoring Main Summary Screen. Here you will be able to see the Approval Status of the report.

If for some reason your Program Manager finds something that needs to be corrected, the Program Report will be returned to you and you will see "Return to Applicant" in the Approval status column.

The Approval Status column will read "Approved" once your Program Manger approves the report.

MAIN SUMMARY

Filter Criteria

Phase: [All] ▼

To access a fiscal or program report, click on the period ending date to open the report.

Approval Status: [All] ▼

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By

Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1866 🖨	5/31/2013	Monthly	Submitted	6/10/2013	Approved	Ms. Kim Snyder

Inventory Reports

Phase	Status	Last Update Date	Approval Status	Entered By

Monitoring Reports

Phase	Due Date	Contact Date	Type	Corrective Actions	All Resolved	Approval Status	Performed By

Program Monitoring Reports

Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance